



Roster Submission Directions For Recreation Players

Rosters can be submitted to the Westchester Youth Soccer District (WYSD) in a comma separated value (CSV) file (which is easily created from Excel and most other programs by **File > Save As** and choose **File Type** to be **CSV**). See below for precisely what the file needs to look like such that it can be loaded.

When you specify players / coaches for a team, you specify an ENTIRE ROSTER (all the players / coaches on the team). If you are adding or dropping people to a roster you've already submitted, simply submit the new complete roster. A submission can contain multiple teams.

Field Definitions

The first *row* of the file is **column titles** – use the **exact** titles shown below. The second *row* begins the data. **Do not have blank rows in the data.**

The following columns are supported:

- **Club** – the Club's ID (number). This column is REQUIRED if you are a League submitting rosters for various clubs to your State office. This column should be REMOVED if you are a club submitting rosters to your League. [Click HERE to open the template.](#)
- **Fname*** – player's / coach's first name
- **Lname*** – player's / coach's last name
- **Street*** – home mailing address (street number, street name, and apt #)
- **City*** – home city
- **State*** – two letter state abbreviation
- **Zip*** – 5 digit zip code
- **Phone** – in 10 digit format: NNN-NNN-NNNN
- **Email*** – parent or player email address
- **Birthdate*** – in MM/DD/YYYY or MM-DD-YY format – not spelled out (**Only required for Players**)
- **Sex*** – either 'M' for male, or 'F' for female
- **Role*** – this is to specify the Role of the person. Valid options are:
 - **Player**
 - **Coach**
 - **Assistant Coach**
 - **Manager**
- **Division*** – in this format: BU10 or Girls U8 or Grade 2 something similar
- **Team*** - **name** of the team. You need to be consistent here – changing the name even slightly will end up creating a new team on the system.
- **RegClass*** - **this field can be left blank.**

* **Required Fields** Some data values are mandatory, such as Fname, Lname, and Team, etc.

The file needs to be sorted by **Team**. Also, there cannot be blank lines in the file.

Please email the file to wysd@enysoccer.com or if help is required or call **ENY State Office: 516-766-0849**